



Division:	Human Resources (HR)
Title:	Standard Operating Procedures
Procedure:	Fitness For Duty/Risk Evaluation Guidelines
Original Effective Date:	
Revised Effective Date:	

Fitness For Duty/Risk Evaluation Guidelines

Note: This evaluation is to be used only in extraordinary situations where an employee may pose a hazard or risk to themselves or others in the workplace.

1. The Employee Relations Specialist must contact the Central Office Employee Relations Section to communicate a recommendation for a fitness for duty/risk examination.
2. The ER Specialist must ensure that management provides the employee with a letter outlining the following:
 - (a) workplace concerns;
 - (b) specific reasons for the evaluation;
 - (c) expectations for compliance in resolving the concern; and
 - (d) consequences for failure to accept all conditions of the referral.
3. All evaluations are handled by the DHHS EAP Coordinator

WEBSITE RESOURCES:

DHHS Fitness-for-Duty/Risk Evaluation Policy

http://info.dhhs.state.nc.us/olm/manuals/dhs/pol-50/man/Pol5_SB_Fitness4D1.htm

The situation may warrant using the Investigatory Placement With Pay policy in conjunction with the Fitness-for-Duty/Risk Evaluation policy. See item 27 in the Disciplinary Action policy.

http://info.dhhs.state.nc.us/olm/manuals/dhs/pol-50/man/Pol2_ER_DisciplineAct1.htm

[Investigatory Placement with Pay Guidelines](#)